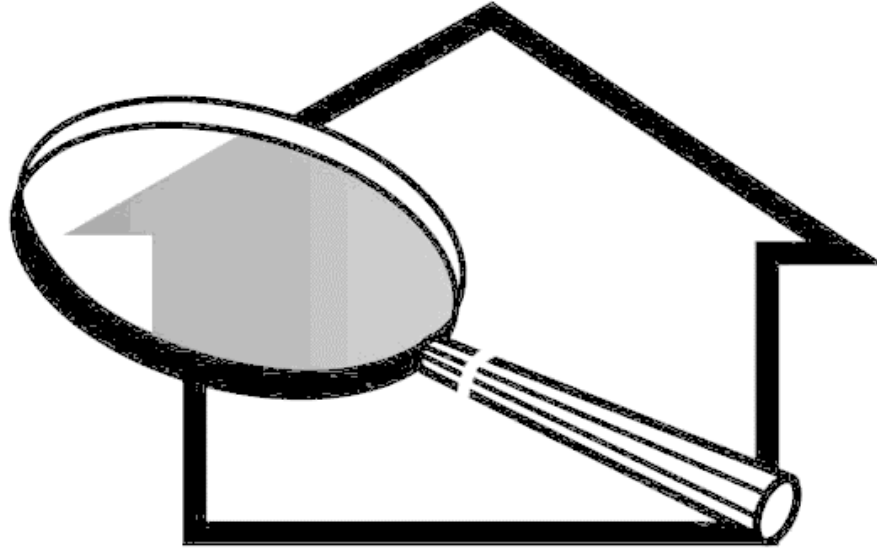


***PASS DCD 2.1 Public Version***



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**REAL ESTATE ASSESSMENT**  
**C E N T E R**

## PASS DCD 2.1

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## PASS DCD 2.1 System Training

Topic 1	Property Information
Topic 2	Building Information
Topic 3	Sampling
Topic 4	Unit Information
Topic 5	Record Observed Deficiencies
Topic 6	Check/Prepare the Inspection

**Purpose:**

The purpose of this training is to demonstrate how to use the PASS DCD 2.1 software to conduct a physical inspection.

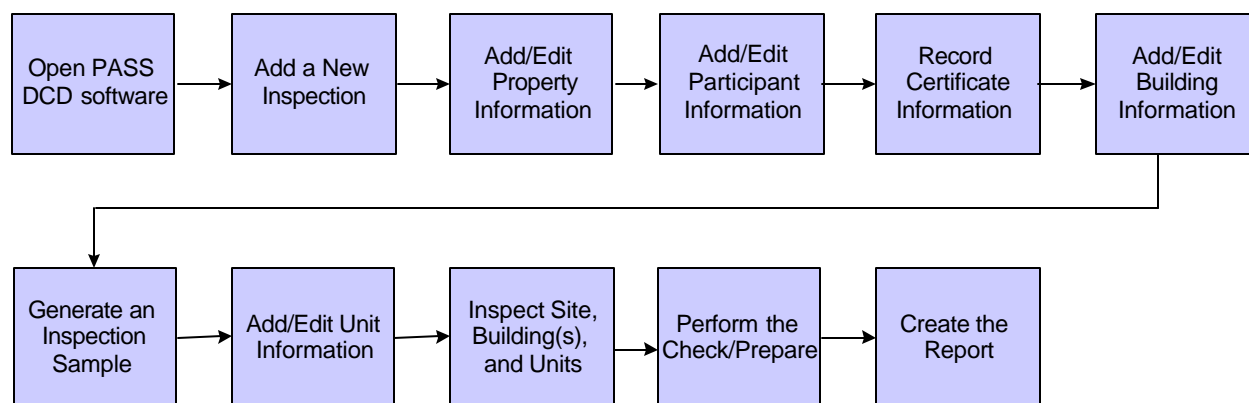
**Objectives:**

After completing this training, users will be able to

- Add, edit and delete property information
- Record certificate information
- Add and edit building information
- Generate an inspection sample
- Add and edit unit information
- Record observed deficiencies
- Check and prepare the inspection data for completion

The following is a graphic of the inspection process:

## ***The Inspection Process***



Each of these steps is described in the document

## Topic 1: Property Information

### Introduction:

This topic will demonstrate how to add and edit a property for inspection, as well as add and edit participant information and record certificate information using the PASS DCD 2.1 software.

### Walkthroughs:

- Walkthrough 1 - Add Property Information
- Walkthrough 2 - Edit Property Information
- Walkthrough 3 - Delete Property Information
- Walkthrough 4 - Record Certificate Information

## Walkthrough 1: Add Property Information

- Step 1:** Access PASS DCD 2.1 Public Version.  
The *HUD Physical Assessment Subsystem* screen opens.



- Step 2:** Single-click the **Begin Inspection** button.  
The *HUD Inspection* screen opens

The screenshot shows the 'HUD Inspection' application window. The 'Property Information' tab is selected, displaying fields for \* Inspection #, Property ID, \*Property Name, \*Scattered Site (checkbox), Inspection Date, PIH Project #, and \* # to Sample. A table for 'Actual' and 'Sample' counts is also present, with rows for 'Total Buildings' and 'Total Units'. At the bottom right, there are buttons for 'Add Inspection', a question mark icon, 'Help', and 'Exit'.

	Actual	Sample
Total Buildings		
Total Units		

**Step 3:** Single-click the **Add Inspection** button.  
The inspection information fields become active.

Property Information		Building / Unit Information	Property Inspectable Items	Check / Prepare / Import									
* Inspection #	<input type="text"/>	Inspection Date		<input type="text" value="08/04/1999"/>									
Property ID	<input type="text"/>	PIH Project #		<input type="text"/>									
*Property Name	<input type="text"/>												
*Scattered Site	<input type="checkbox"/>												
* # to Sample	<input type="text"/>	<table border="1"> <thead> <tr> <th></th> <th>Actual</th> <th>Sample</th> </tr> </thead> <tbody> <tr> <td>Total Buildings</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Total Units</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>				Actual	Sample	Total Buildings	<input type="text"/>	<input type="text"/>	Total Units	<input type="text"/>	<input type="text"/>
	Actual	Sample											
Total Buildings	<input type="text"/>	<input type="text"/>											
Total Units	<input type="text"/>	<input type="text"/>											
<div> <input type="button" value="Save Inspection"/> <input type="button" value="Cancel Add/Edit"/> <input type="button" value="Help"/> </div>													

**Step 4:** Enter property inspection information in the appropriate fields.

**Step 5:** Single-click the **Save Inspection** button.

The *Property Information* screen re-opens with the added inspection information displayed.



## Walkthrough 2: Edit Property Information

- Step 1:** Single-click the **Property Information** tab.  
The *Property Information* screen opens.

Inspection Number: -388

**Property Information** | Building / Unit Information | Property Inspectable Items | Check / Prepare / Import

\* Inspection # 388 Inspection Date 08/05/1999  
Property ID 120208 PIH Project # ME02PT0016  
\*Property Name Old Bay Farms  
\*Scattered Site ☐  
\* # to Sample 2

	Actual	Sample
Total Buildings	0	
Total Units	0	

Current Property Inspections On File

Inspection	Property Name
388	Old Bay Farms

Participants | Edit Inspection | Administration | ? | Help | Exit  
Address Info | Certificates | Add Inspection

- Step 2:** Single-click the inspection number under the **Inspection** column to select the inspection to be edited.
- Step 3:** Single-click the **Edit Inspection** button.  
A screen displaying detailed property information opens.

Inspection Number: -388

Property Information    Building / Unit Information    Property Inspectable Items    Check / Prepare / Import

\* Inspection # 388    Inspection Date 08/05/1999

Property ID 120208    PIH Project # ME02PT0016

\*Property Name Old Bay Farms

\*Scattered Site ☐

\* # to Sample 2

	Actual	Sample
Total Buildings	2	2
Total Units	5	2

Save Inspection    Cancel Add/Edit    ?    Help

**Step 4:** Edit applicable information.

**Step 5:** Single-click the **Save Inspection** button.  
The *Property Information* screen re-opens.

Inspection Number: -388

Property Information	Building / Unit Information	Property Inspectable Items	Check / Prepare / Import												
* Inspection #	388	Inspection Date	08/05/1999												
Property ID	120208	PIH Project #	ME02PT0016												
*Property Name	Old Bay Farms														
*Scattered Site	<input type="checkbox"/>														
* # to Sample	2	<table border="1"> <thead> <tr> <th></th> <th>Actual</th> <th>Sample</th> </tr> </thead> <tbody> <tr> <td>Total Buildings</td> <td>0</td> <td></td> </tr> <tr> <td>Total Units</td> <td>0</td> <td></td> </tr> </tbody> </table>			Actual	Sample	Total Buildings	0		Total Units	0				
	Actual	Sample													
Total Buildings	0														
Total Units	0														
<table border="1"> <thead> <tr> <th colspan="2">Current Property Inspections On File</th> </tr> <tr> <th>Inspection</th> <th>Property Name</th> </tr> </thead> <tbody> <tr> <td>▶ 388</td> <td>Old Bay Farms</td> </tr> </tbody> </table>				Current Property Inspections On File		Inspection	Property Name	▶ 388	Old Bay Farms						
Current Property Inspections On File															
Inspection	Property Name														
▶ 388	Old Bay Farms														
<table border="1"> <tbody> <tr> <td>Participants</td> <td>Edit Inspection</td> <td>Administration</td> <td>?</td> <td>Help</td> <td>Exit</td> </tr> <tr> <td>Address Info</td> <td>Certificates</td> <td>Add Inspection</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Participants	Edit Inspection	Administration	?	Help	Exit	Address Info	Certificates	Add Inspection			
Participants	Edit Inspection	Administration	?	Help	Exit										
Address Info	Certificates	Add Inspection													

**Step 6:** Single-click the **Address Info** button.

The *Property Address Information* screen opens.

**NOTE:** IF THERE IS CURRENTLY NO PROPERTY ADDRESS INFORMATION ENTERED, A MESSAGE BOX APPEARS INDICATING THAT PROPERTY INFORMATION DOES NOT EXIST. CLICK THE **OK** BUTTON AND THE **PROPERTY ADDRESS INFORMATION** SCREEN OPENS.

Property Address Information (Address information cannot be edited)

Inspection # 388

\*Address Line 1 11 East Bath

Address Line 2

\*City Portland \*State Maine

\*Zip 14777

Phone Number (208)-611-4111 Phone Ext.

Fax Number (208)-611-4112

Email Address bross@localmgmt.com

Edit Address ? Help Close Form

**Step 7:** Single-click the **Edit Address** button.  
The address information fields become active.

**Property Address Information (Address information may be edited)**

Inspection #

\*Address Line 1

Address Line 2

\*City  \*State

\*Zip  -

Phone Number  Phone Ext.

Fax Number

Email Address

**Step 8:** Edit applicable information.

**Step 9:** Single-click the **Save Address** button.  
The *Property Information* screen re-opens.

## Walkthrough 3: Delete Property Information

- Step 1:** Single-click the **Property Information** tab.  
The *Property Information* screen opens.

Inspection Number: -388

Property Information | Building / Unit Information | Property Inspectable Items | Check / Prepare / Import

\* Inspection # 388 Inspection Date 08/05/1999  
 Property ID 120208 PIH Project # ME02PT0016  
 \*Property Name Old Bay Farms  
 \*Scattered Site ☐  
 \* # to Sample 2

	Actual	Sample
Total Buildings	0	
Total Units	0	

Current Property Inspections On File

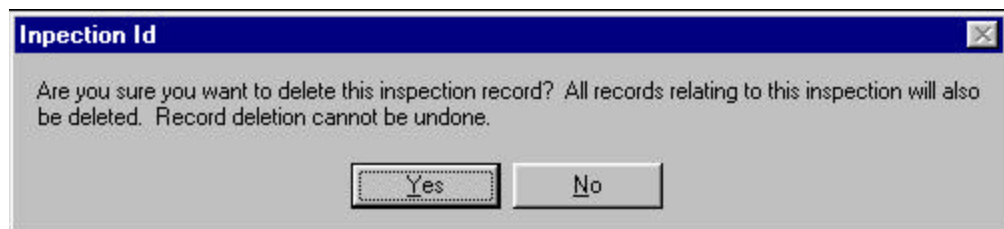
Inspection	Property Name
388	Old Bay Farms

Participants | Edit Inspection | Administration | ? | Help | Exit  
 Address Info | Certificates | Add Inspection

- Step 2:** Single-click the inspection number under the **Inspection** column to select the inspection to be deleted.
- Step 3:** Single-click the **Administration** button.  
The *Administration Menu* screen opens.



- Step 4:** Single-click the **Delete Inspection** button.  
The *Inspection ID* message box opens.



- Step 5:** Single-click the **Yes** button.  
The *HUD Inspection* screen opens.

## Walkthrough 4: Record Certificate Information

**Step 1:** Single-click the **Property Information** tab.

The *Property Information* screen opens.

Inspection Number: -388

Property Information | Building / Unit Information | Property Inspectable Items | Check / Prepare / Import

\* Inspection # 388 Inspection Date 08/05/1999  
 Property ID 120208 PIH Project # ME02PT0016  
 \*Property Name Old Bay Farms  
 \*Scattered Site ☐  
 \* # to Sample 2

	Actual	Sample
Total Buildings	0	
Total Units	0	

Current Property Inspections On File

Inspection	Property Name
▶ 388	Old Bay Farms

Participants | Edit Inspection | Administration | ? | Help | Exit  
 Address Info | Certificates | Add Inspection

**Step 2:** Single-click the **Certificates** button.

The *Certificates/Inspections/PM Records* screen opens.



## Walkthrough 4: Record Certificate Information

Certificate Description	YES	NO	NA
Boilers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elevator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Alarm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lead Based Paint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sprinkler System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Step 3:** Single-click the checkbox in the **Yes** column if the existence of the applicable certificate has been verified.

Single-click the checkbox in the **No** column if the existence of the applicable certificate has not been verified.

**Step 4:** Single-click the **Close Form** button.

The *Property Information* screen re-opens.